

Task Management

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Tasks give you the option to set custom notifications that can be added to a warehouse. Follow-ups and reminders are used to identify when a task needs to be acted on and when an email/text notification should be sent, respectively. For example, you set reminders to transfer parts between warehouses. Users can create and assign tasks to themselves or others. They can also choose a loopback option that requires the original creator to sign off on the task for the task to be considered complete.

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After creating a task, you will have the opportunity to add notes or supplemental documents before saving.

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The task button will notify you of the count of open tasks.

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